

EDITED TASK LISTING

CLASSIFICATION: PRISON CANTEEN MANAGER II

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Oversee the training of staff to operate the canteen utilizing Automated Canteen Sales Inventory System (ACSIS) on an as needed basis.
2.	Supervise canteen staff in the day to day operations of the canteen utilizing ACSIS, inventories, materials management equipment, and departmental policies and procedures on a daily basis.
3.	Organize canteen operations by preparing pricing, shopping list and draw schedules in order to provide canteen items to the inmate population utilizing various Windows Software on a monthly basis as required.
4.	Plan canteen operations by scheduling staff and canteen hours of operation, prepare pricing, shopping list, and draw schedules in order to provide canteen items to the inmate population utilizing various Windows Software on a monthly basis as required.
5.	Direct canteen operations by monitoring inmate canteen accounts utilizing the ACSIS, Canteen Draw Order (CDCR form # 184), and maintaining inventory levels on an as needed basis.
6.	Schedule canteen work hours according to institution mission (level of incarceration) by considering inmate programs utilizing departmental policies and procedures on an as needed basis.
7.	Set expectations in the workplace to ensure compliance with Equal Employment Opportunity (EEO) rules and regulations by providing training to staff regularly.
8.	Monitor the workplace to ensure compliance with Equal Employment Opportunity (EEO) rules and regulations by providing training to staff regularly and setting good examples.
9.	Calculate mark-up on merchandise to ensure profit mandated by the Inmate Welfare Fund (IWF) utilizing retail pricing and IWF mark-up as needed.
10.	Price merchandise in order to provide inmate with affordable products and ensure profit mandated by the Inmate Welfare Fund (IWF) utilizing retail pricing and IWF mark-up as needed.
11.	Project and forecast supply demands utilizing ACSIS, prior monthly sales, and inmate population in order to maintain adequate inventory on an as needed basis.

Tasks highlighted in bold text are not currently on the SPB classification specification

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12.	Order merchandise and supplies according to department policies and guidelines to maintain adequate stock levels for the canteens utilizing ACSIS and various Windows Software on an as needed basis.
13.	Schedule merchandise deliveries as determined by product availability, warehouse space, and product shelf life in order to maintain inventory utilizing stock on hand, purchasing documents and delivery schedules on a monthly basis.
14.	Prepare usage report for canteen facilities to ensure adequate stock levels for inmate purchases utilizing the ACSIS and current buying trends on weekly basis.
15.	Participate in inventory audits to ensure compliance with IWF guidelines and regulations utilizing the ACSIS, stock received reports, and transfer records on a monthly basis.
16.	Work with the Inmate Advisory Counsel (IAC) to identify items that may be sold according to departmental policies on an as needed basis utilizing IAC meetings.
17.	Prepare monthly, mid-year and annual expenditures reports to ensure profit margin, inmate benefits, and determine annual budget utilizing ACSIS, inmate population and past sales.
18.	Communicate effectively in order to ensure efficient operation of the canteen utilizing written procedures, Windows Software and various correspondences on a daily basis.
19.	Make recommendations to management regarding canteen operations (i.e, products to be sold, pricing, mark-up, and hours of operation) in order to provide inmates with needed commodities on an as needed basis.
20.	Work with custody staff to maintain the safety and security of the institution and canteen operations on a daily basis per operational procedures utilizing staff resources.
21.	Utilize departmental computer software programs to maintain inventory levels, inmate account balances, inmate housing locations, etc., on a daily basis.
22.	Supervise staff to ensure proper warehousing and storekeeping procedures are followed per departmental policies and procedures utilizing materials management guidelines daily.

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23.	Conduct hiring interviews to select potential candidates for employment within the institution utilizing supplied patterned questions pertaining to the specific classification on an as needed basis.
24.	Provide management with recommendations from the hiring interview process by rating the candidates according to their responses to the patterned questions and comparing individual qualifications to ensure the best possible candidate for the position on an as needed basis.
25.	Prepare justifications for new equipment expenditures to procure equipment needed by providing cost analysis, adverse effect if the equipment is not ordered, and the positive advantages of obtaining the equipment utilizing vendor information and Materials Management Handbook on an as needed basis.
26.	Order equipment to ensure day to day canteen operations by preparing the inter-office requisition CDCR 954 following IWF purchasing guidelines and obtaining the proper funding/approval as needed.
27.	Analyze situations for possible security issues and take effective action when appropriate to ensure that policies and procedures are followed according to departmental guidelines.
28.	Respond to first level 602s by interviewing inmates within the appropriate timeframes and researching the complaint to resolve the issue at the lowest level possible as required.
29.	Project expenditures in order to maintain canteen operations by monitoring sales, purchases and losses/profit margin utilizing ACSIS and various Windows Software biannually.
30.	Monitor budget allotments by creating purchase order log and numbers, recording dollar amount by object codes, and amending purchase orders as needed to avoid over spending of allocated funds on an ongoing basis.